

CARPENTER III (CORRECTIONAL FACILITY)

REVIEW OF JOB ANALYSIS

BACKGROUND INFORMATION

Date of Review: May 12, 2008

Collective Bargaining Identification: R12

Job Analysis Review Conducted By: Tish Caldwell, Staff Services Analyst
Office of Selection Services

Number of Incumbents: There are 19 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated May 1, 2008.

Names of the Subject Matter Expert(s) and their background:

Terry Miller, Carpenter III (Correctional Facility) – Mule Creek State Prison

Terry has been a Carpenter III (Correctional Facility) for 3½ months. He has also worked as a Carpenter II. Terry has been with the Department of Corrections and Rehabilitation for 23 years.

David Andrade, Supervisor of Building Trades – Northern California Youth Correctional Center

David has been a Supervisor of Building Trades for 2 years. He has been with the Department of corrections and Rehabilitation for 20 years.

Larry R. Jones, Supervisor of Building Trades – Centinela State Prison

Larry has been a Supervisor of Building Trades for 2½ years. He also worked as a Utility Shops Supervisor, Correctional Facility for 3 years. Larry has been with the Department of Corrections and rehabilitation for 14 years.

- SMEs reviewed the existing job analysis for Carpenter III (Correctional Facility) dated December 4, 2006, to provide any necessary updates/changes. Minor changes were made.
- Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs; however the original language has been maintained on disk in this binder.

CARPENTER III (CORRECTIONAL FACILITY) INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Classification Specification for Carpenter III, Correctional Facility.
- Review of the California Department of Corrections-Office of Selection Services History File for Carpenter III, Correctional Facility—No information used in this analysis.
- Internet –viewed the State of Ohio, Delaware, and the State of Kansas websites
- Duty Statements from Substance Abuse Treatment Facility (SATF) and Folsom State Prison (FSP).
- Consulting with Subject Matter Experts